



## MEMORANDUM

To: Mayor and City Council

From: Graham Waters, City Administrative Officer

Cc: Department Heads

Re: December City Administrative Officer's Report

Date: January 20, 2014

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### **Administration**

- Worked with staff on additional items of the City wide strategic plan, finished a mission statement, vision statement and SWOT analysis.
- Met with Prince George's County "Call-a-bus" staff to review the City's program and hold introductions.
- The City held its legislative dinner with good attendance from elected officials and City staff. The City took away some action items to work on for the upcoming legislative session, including advocating for the continuation of the Enterprise Zone designation and other economic development matters.
- Attended Maryland City/County Managers Association lunch and business meeting.
- Staff held its first FY 2016 budget meeting to discuss the City's financial picture in FY 2016 and to lay the ground work for what each department will need for operating and capital.
- Attended a meeting at Public Works with Prince George's County and City staff regarding the City's Stormwater Protection Plan. Wilson can provide more detailed information about what is required of the City to meet its obligations under the 2013 law.
- Completed the sale of a City vehicle through govdeals.net. The City netted \$3900 for a out-of-service vehicle.

### **Finance and Accounting**

- Monthly Budget Report: Attached is the FY2015 to FY2014 MTD / YTD July 1 - December 31 Budget Report

### **Code Enforcement**

- Attached are the reports from Code Enforcement for the month of December and the 2014 year-end summary. Attachment 2

### **City Clerk**

- City Clerk, Doug Barber attended the International Institute for Municipal Clerks (IIMC) Region II Conference in Dover, Delaware (January 13-16, 2015).
- Mr. Barber is also working with the Board of Elections on the upcoming City Election scheduled for Monday, May 4, 2015.

### **Human Resources**

- The City's search for a new Finance Officer is ongoing, we have identified some promising candidates and hope to have the position filled within a few weeks.
- Ms. Susan Hartmann has joined the City of New Carrollton as our new Economic Development Coordinator. Susan has several years of experience in urban and economic planning. Most recently, she served as the Program and Operations Manager at the Center for Cities & Schools, Institute for Urban and Regional Development in Berkeley, California. Susan obtained her Bachelor of Arts Degree from Smith College and her Masters in City Planning from the University of California, Berkeley. She will be formally introduced to the Council at the February 4<sup>th</sup> Work Session since today was her first day on the job.
- The 2014 Holiday Luncheon was held on Friday, December 19<sup>th</sup>. The event was a great success, and we would like to thank everyone that attended.
- On Thursday, January 22<sup>nd</sup>, Chesapeake Employers' Insurance will host a Worker's Compensation 101 seminar onsite in the multi-purpose room from 10:00am to 12:00pm. Claims Management, Special Investigation and Accident Investigation are a few of the topics that will be discussed. Employees from other local cities and towns have been invited to attend as well.



	A	B	C	D	E	F	G	H	I	J	K	L
1				CITY OF NEW CARROLLTON, MARYLAND								
2				FOR MONTH AND YTD ENDING DECEMBER 31, 2014								
3												Actual
4		ACTUAL	ACTUAL	ACTUAL	Percent		ACTUAL	ACTUAL	AMENDED	Percent		FY 15-14
5		Dec 13	Jul-Dec 13	FY 14	of full yr pd		Dec 14	Jul-Dec 14	BUDGET	of budget pd		fav/(unfav)
6				(per audit)	thru YTD				FY 15	thru YTD		
7	<b>STATEMENT OF REVENUES AND EXPENDITURES</b>											
8												
9	<b>REVENUES</b>											
10	Tax revenues	64,788	4,342,350	6,138,701	71%		102,054	4,363,185	6,083,051	72%		20,834
11	Other revenues	126,708	785,903	1,928,685	41%		82,342	760,742	1,742,900	44%		(25,161)
12	<b>TOTAL REVENUES</b>	<b>191,496</b>	<b>5,128,253</b>	<b>8,067,386</b>	<b>64%</b>		<b>184,395</b>	<b>5,123,926</b>	<b>7,825,951</b>	<b>65%</b>		<b>(4,327)</b>
13	Reserves and appropriations								1,731,706			
14	<b>TOTAL REVENUES AND RESERVES</b>	<b>191,496</b>	<b>5,128,253</b>	<b>8,067,386</b>	<b>64%</b>		<b>184,395</b>	<b>5,123,926</b>	<b>9,557,657</b>	<b>54%</b>		<b>(4,327)</b>
15												
16	<b>EXPENDITURES</b>											
17	Personnel - General Government	153,767	653,822	1,284,889	51%		183,328	688,624	1,497,309	46%		(34,802)
18	Personnel - Public Safety	245,692	972,645	1,787,515	54%		261,311	1,050,646	2,060,510	51%		(78,000)
19	Personnel - Public Works	250,771	904,941	1,657,321	55%		200,937	889,648	1,934,804	46%		15,293
20	<b>TOTAL PERSONNEL</b>	<b>650,230</b>	<b>2,531,409</b>	<b>4,729,725</b>	<b>54%</b>		<b>645,576</b>	<b>2,628,918</b>	<b>5,492,623</b>	<b>48%</b>		<b>(97,509)</b>
21												
22	Operations - General Government	38,172	307,529	631,219	49%		29,185	273,332	764,280	36%		34,197
23	Operations - Public Safety	21,980	154,659	328,403	47%		26,689	163,304	432,209	38%		(8,645)
24	Operations - Public Works	80,374	377,819	928,627	41%		61,014	404,902	1,078,200	38%		(27,083)
25	<b>TOTAL OPERATIONS</b>	<b>140,526</b>	<b>840,008</b>	<b>1,888,249</b>	<b>44%</b>		<b>116,888</b>	<b>841,538</b>	<b>2,274,689</b>	<b>37%</b>		<b>(1,531)</b>
26												
27	Capital - General Government	16,424	52,886	87,018	61%		2,821	32,522	179,500			20,365
28	Capital - Public Safety	3,087	59,088	95,097	62%		5,034	14,072	153,950			45,016
29	Capital - Public Works		525,744	602,620	87%		3,292	83,965	501,817			441,779
30	<b>TOTAL CAPITAL</b>	<b>19,510</b>	<b>637,719</b>	<b>784,735</b>	<b>81%</b>		<b>11,147</b>	<b>130,559</b>	<b>835,267</b>			<b>507,160</b>
31												
32	Weinbach scholarship	1,323	5,674	5,674	100%		500	2,000	4,500	44%		3,674
33	<b>TOTAL EXPENDITURES</b>	<b>811,589</b>	<b>4,014,809</b>	<b>7,408,383</b>	<b>54%</b>		<b>774,111</b>	<b>3,603,015</b>	<b>7,603,353</b>	<b>47%</b>		<b>411,794</b>
34												
35	Reserves and appropriations								610,793			
36	<b>TOTAL EXPENDITURES AND RESERVES</b>	<b>811,589</b>	<b>4,014,809</b>	<b>7,408,383</b>	<b>54%</b>		<b>774,111</b>	<b>3,603,015</b>	<b>9,217,872</b>	<b>39%</b>		<b>411,794</b>
37												
38	<b>REVENUE OVER EXPENSES</b>	<b>(620,093)</b>	<b>1,113,444</b>	<b>659,003</b>			<b>(589,716)</b>	<b>1,520,911</b>	<b>339,785</b>			<b>407,467</b>
39	<b>BEFORE FINANCING</b>											
40												
41	Net financing costs	27,724	169,550	376,571	45%		21,281	144,970	339,785	43%		24,580
42												
43	<b>REVENUE OVER EXPENSES</b>	<b>(647,817)</b>	<b>943,894</b>	<b>282,432</b>			<b>(610,997)</b>	<b>1,375,941</b>	<b>-</b>			<b>432,047</b>
44	<b>AFTER FINANCING</b>											

Attachment\_2\_C.E. Report

**Department of Code Enforcement**

**Monthly Activity Report**

**December, 2014**

<u>Total</u>	<u>Violation</u>
2	Building without a City Permit
16	Leaf Accumulation
15	Trash and Debris
12	Trash in the Public Right of Way
15	Vehicle Blocking a Sidewalk
12	Unauthorized / Unregistered Vehicle
3	Illegal Vehicle Repairs on Property
3	Vehicle parked on the Lawn
	<u>Other Activity</u>
6	Municipal Infraction Citations (Fines)
1	Building Permits Issued

Code Enforcement Activity for 2014

<u>Total</u>	<u>Violation</u>
<b>2367</b>	<b>Total violations issued for 2014 (includes violations not listed here)</b>
16	Building without a City Permit
335	Overgrown Conditions / Tall Grass & Weeds
84	Dead Tree / Stump Removal (Private Property)
50	Leaf Accumulation
204	Trash and Debris
77	Snow and Ice removal from sidewalk
109	Trash in the Public Right of Way
168	Vehicle Blocking a Sidewalk
240	Unauthorized / Unregistered Vehicle
27	Vehicle Under a Tarp
69	Illegal Vehicle Repairs on Property
39	Vehicle parked on the Lawn
36	Open Storage
	<u>Other Activity</u>
47	Municipal Infraction Citations (Fines)
40	Building Permits Issued
15	Container Permits Issued
31	City Abatements by Contractors
89	Rental Housing Inspections (Single Family)
267	Rental Housing Inspections (Multi-Family)
18	Vehicles Impounded from private property